



TRIBAL PERSONNEL DEPARTMENT

JOB ANNOUNCEMENT

REPOST

JOB TITLE: **Dental Hygienist**
SUPERVISOR: **Hygiene Supervisor**
LOCATION: **Peter Christensen Dental**
POST DATE: **January 12, 2021**
CLOSING DATE: **Open until Filled**

General Description: The primary responsibility of this position is to provide dental hygiene services consistent with the professional standards of the American Dental Association (ADA) and the dental procedures and policies of the clinic, within licensure of Wisconsin State Practice Act.

Qualifications: Must be a graduate of an accredited dental hygiene program and have a current Wisconsin license. Certification to administer local anesthetics is preferred. Must have current CPR/AED certification.

Salary: **\$25.00 \$30.00 per hour/** Dependent upon qualifications.

How to Apply: Submit your application for employment, and notarized release of information form by the deadline. Applications and detailed job descriptions can be located on our website www.ldftribe.com or are available at the William Wildcat Tribal Center in the Human Resources Department. Please submit your application materials to:

Human Resources Department
P.O. Box 67
Lac du Flambeau, WI 54538
715-588-3303
Email: hr@ldftribe.com

Native American preference will be applied to hiring of this position as defined in Title 25, U.S. Code, Chapter 14, Subchapter V, subsection 273 & 274. We are an equal opportunity employer with preference given to qualified Native American applicants in accordance with federal law and tribal policy.

**Lac du Flambeau Band of Lake Superior Chippewa Indians
Nonexempt Position Description**

A. TITLE OF POSITION: Dental Hygienist

B. DEPARTMENT: Dental Department

C. SUPERVISOR'S TITLE: Hygiene Supervisor

D. DESCRIPTION OF DUTIES: The primary responsibility of this position is to provide dental hygiene services consistent with the professional standards of the American Dental Association (ADA) and the dental procedures and policies of the clinic, within licensure of Wisconsin State Practice Act. Specific responsibilities include, but are not limited to the following:

- 1) Greet patients professionally and cordially.
- 2) Review all patients' health histories.
- 3) Take vital signs and glucose test if necessary.
- 4) Conduct preliminary oral examination including periodontal charting.
- 5) Taking intra-oral and panorex x-rays.
- 6) Educate and counsel children and adults on dental health, plaque control, oral hygiene and nutrition.
- 7) Remove deposits, stains from teeth by scaling and root planning. (Sub and Supra)
- 8) Give local anesthetic for dental procedures.
- 9) Assists in the prevention, management and control of dental caries (decay) and gum disease.
- 10) Select and use appropriate fluoride treatments and polish tooth restorations.
- 11) Perform preventative dental procedures which include applying sealants to fissures.
- 12) Maintain clinic equipment and supplies. Clean and sterilize equipment. Perform daily and weekly maintenance. Stock operatories.
- 13) Operatory break down and set up between patients.
- 14) Between patients work in sterilization, make barrier bags, start or turn over laundry, help other's break down rooms or assist with their patients.
- 15) On occasion work with dentists in the capacity of a dental assistant.
- 16) Attend meeting and educational activities as required.
- 17) Maintains accurate patient records in dentrix including dental charting, ledger charges, clinical and office journals, and updating continuing care for each patient.
- 18) Fill out prior authorization forms for Medical Assistance, and contract health referrals if needed.
- 19) Make appointments for patients.
- 20) Help maintain patient recall system and assist filling hygiene schedules.
- 21) Sharpen instruments.
- 22) Maintain strict HIPAA guidelines.
- 23) Participate in community dental events.
- 24) This is a learning and teaching facility. It is required to assist students with learning and assist with training new staff.

25) All other assigned duties as needed.

E. POSITION RELATIONSHIPS:

1. **Internal:** Frequent contact with the general public and PCDC dental staff
2. **External:** Occasional contact with the residents of the community.

F. SUPERVISORY RESPONSIBILITIES: None

G. SUPERVISION RECEIVED: Supervision and directives given by Hygiene Supervisor.

H. EDUCATION: Must be a graduate of an accredited dental hygiene program and have a current Wisconsin license. Certification to administer local anesthetics is preferred. Must have current CPR/AED certification.

I. EXPERIENCE: Dental/Medical office experience, knowledge of dental procedures, knowledge with FQHC facilities and Wisconsin Medical Assistance Portal preferred. (Federally Qualified Health Center)

J. SKILLS:

1. Applies professional knowledge and skill and sound judgment in providing quality dental care.
2. Has the ability to work under stress and maintain composure.
3. Understands the socio-cultural factors associated with the community's use of dental services.
4. Relates well to residents of low income and multi-cultural neighborhoods.
5. Identifies and maintains confidential material.
6. Oral and written communication is accurate.
7. Understands clinic policies, regulations and procedures.
8. Updates clinical skills through continuing education.
9. Possess good computer skills.

K. WORKING ENVIRONMENT:

1. **Work Conditions:** Dental office environment
2. **Exposure to Hazards:** Working in a dental clinic presents a potential exposure to blood borne pathogens and or bodily fluids; however, OSHA regulations are followed and monitored by the Dental Director.
3. **Physical Requirements:** Must be able to lift 50 #'s., bend and sit frequently for long periods of time, answer telephones with or without a headrest, and be able to use a PC and its components for long periods of time. Any attitude or behavior that may tarnish the name or reputation of the Lac du Flambeau Tribe will not be tolerated and will be subject to disciplinary action.

L. BEHAVIOR: The vision, goals and objectives of the Lac du Flambeau Band of the Lake Superior Chippewa Indians requires the Dental Hygienist to perform in both a professional and personable manner. The manner in which the employee relates to fellow employees, customers and visitors is considered parallel in importance to technical knowledge and

ability. Respect and consideration given to the dignity of each customer, visitor and fellow employee is a requisite of successful job performance.

M. OTHER: Must submit to a drug test prior to commencing employment and random testing thereafter. Criminal background check required applicable to the job description. As an employee of the Tribe, he/she will be subject to the Policies and Procedures of the Lac du Flambeau Band of Lake Superior Chippewa Indians.

N. SIGNATURE: